

(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection at westbranchiowa.org. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**November 21, 2022
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:00 p.m. Roll call: Council members present: Colton Miller, Jerry Sexton, Jodee Stoolman, and Nick Goodweiler. Attending via Zoom: Tom Dean. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Finance Officer Heidi Van Auken, Public Works Director Matt Goodale, Library Director Nick Shimmin, Police Chief John Hanna, and City Attorney Kevin Olson. Staff attending via Zoom: City Engineer Dave Schechinger. Absent: Melissa Russell.

APPROVE THE AGENDA

Motion by Miller, second by Goodweiler to approve the agenda. Motion carried on a voice vote.

APPROVE CONSENT AGENDA

Approve minutes from the November 7, 2022 City Council meeting.
Approve The Down Under Liquor License Renewal (pending DRAM)
Approve a Special Event Permit for Christmas Past 2022
Claims for 11/7/2022

EXPENDITURES	11/21/2022	
ADAM KOFOED	PS BASKETBALL REFUND	25.00
ALATORRE LLC	WINDOW CLEANING-CITY BLDG	70.00
AMAZON	VARIOUS ITEMS-LIBRARY	467.78
APPARATUS TESTING SERVICE	FIRE PUMP CERT TESTING	666.50
BAKER & TAYLOR INC.	BOOKS	170.36
CAPITAL ONE	VARIOUS ITEMS-LIBRARY	73.97
CARRIE A HOURIGAN	CLEANING SERVICES-LIBRARY	322.00
CEDAR COUNTY RECORDER	RECORDING FEES	28.00
CROELL, INC.	CONCRETE 2 MEMORIAL BENCHES	366.80
CULLIGAN WATER TECH	WATER SOFTNER SERVICE	29.99
D&R PEST CONTROL	PEST CONTROL - LIBRARY	70.00
ELITE HOLDING COMPANY	UNIFORMS-PW	992.00
HATFIELD CONCRETE LLC	STOOP/STAIRS REPLACE-LIBRARY	9,345.25
HAWKINS INC	CHEMICALS	2,372.31
ICMA	ICMA 2023 MEMBERSHIP-KOFOED	513.76
IMWCA	IMWCA FY23 INSTALLMENT 5	2,035.00
JAYME CILEK	CLEANING SERVICES-CITY, TH	81.00
JOHNSON COUNTY AMBULANCE	MEDICAL SUPPLIES	44.00
KANOPY	ON DEMAND VIDEO SERVICE	14.00
LEAF CAPITAL FUNDING LLC	COPIER LEASE - LIBRARY	142.02
LENOCH & CILEK	BLDG SUPPLIES - LIBRARY, P&R	59.25
MENARDS	BLDG MAINT SUPPLIES	54.90
MIDWEST RADAR & EQUIPMENT	RADAR & EQUIPMENT	160.00
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	497.47
PIERCE, AMBER	PS BASKETBALL REFUND	45.00
PITNEY BOWES PURCHASE POWE	REPLENISH POSTAGE-CITY	500.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	804.75
REIMLER, RAELEEN & JOHN	BLDG INCENTIVE PAYMENT	2,183.82
THOMAS HEATING & AIR LLC	WATER PLANT HVAC SERVICE	70.00
UNIFORM DEN INC.	UNIFORMS, EQUIP-POLICE	796.76
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	2,606.90
WEST BRANCH FIREFIGHTERS FOUND	FIRE PREVENTION SUPPLIES	368.43
WEST BRANCH TIMES	LEGAL PUBLICATIONS	538.44
ZACK MURDOCK	FLASH DRIVE REIMBURSE-POLICE	45.57
TOTAL		26,561.03
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	11/10/2022	51,461.03
PAID BETWEEN MEETINGS		

GLOBAL PAYMENTS	OCTOBER CC FEES	1,234.49
ALLIANT ENERGY	ALLIANT ENERGY	11,164.14
AT&T MOBILITY	WIRELESS SERVICE	364.48
CEDAR COUNTY COOP	FUEL BARREL FILL	1,270.62
FRED'S FEED & SUPPLY	BLDG SUPPLIES	12.95
JOHNSON COUNTY SHERIFF	PHONE EXTRACTION	100.00
LINN COUNTY REC	STREET LIGHTS	202.50
MOBOTREX	STREET SCHOOL LIGHT BATTERY	390.00
STATE HYGENIC LAB	LAB ANALYSIS	40.50
USA BLUE BOOK	PARTS	699.19
WEX	VEHICLE FUEL	1,325.10
VARIOUS VENDORS	UB REFUNDS	97.55
TOTAL		16,901.52
GRAND TOTAL EXPENDITURES		94,923.58

FUND TOTALS		
001 GENERAL FUND		37,466.65
022 CIVIC CENTER		399.98
031 LIBRARY		17,882.90
036 TORT LIABILITY		1,937.87
110 ROAD USE TAX		5,337.04
112 TRUST AND AGENCY		8,932.51
600 WATER FUND		16,260.25
610 SEWER FUND		6,706.38
GRAND FUND TOTAL		94,923.58

Motion by Miller second by Sexton to approve the Consent agenda. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing of the Intent to Vacate Birdie Drive and to Dispose of the City's interest in the same.

Laughlin opened the public hearing at 7:02 p.m. There were no public comments. Laughlin closed the public hearing at 7:03 p.m.

Second Reading Ordinance 800 – Providing that General Property Taxes Levied and Collected on Certain Lots in The Meadows, Part 4A and Part 4B in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.

No discussion.

Motion by Sexton, second by Goodweiler to approve the second reading of Ordinance 800. AYES: Sexton, Goodweiler, Dean, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2022-103 – Approving the Vacation and Disposal of Birdie Drive in the City of West Branch. / Move to action.

Motion by Miller, second by Goodweiler to approve Resolution 2022-103. AYES: Miller, Goodweiler, Stoolman, Dean. NAYS: None. Abstain: Sexton. Motion carried.

Resolution 2022-104 –Approving the submission of the City of West Branch FY22 Annual Urban Renewal Report. / Move to action.

Van Auken reminded the Council that the report is annual report that reflects TIF revenues and expenditures for fiscal year 2022 (July 1, 2021 to June 30, 2022).

Motion by Goodweiler, second by Miller to approve Resolution 2022-104. AYES: Goodweiler, Miller Sexton, Stoolman, Dean. NAYS: Motion carried.

Resolution 2022-105 – Approving the submission of the City of West Branch FY22 Annual Financial Report to the State Auditor’s Office. / Move to action.

Van Auken stated that the report is a recap of the financial activities (revenues and expenditures) of the city for fiscal year 2022 (July 1, 2021 to June 30, 2022).

Motion by Sexton, second by Miller to approve Resolution 2022-105. AYES: Sexton, Miller, Stoolman, Goodweiler. NAYS: None. Absent/lost Zoom connection: Dean. Motion carried.

Resolution 2022-106 – Considering the issue of whether Acciona Windpower North America, LLC. should be rebated a portion of Tax Increment Revenues. / Move to action.

No discussion.

Motion by Miller, second by Goodweiler to consider Resolution 2022-106. AYES: None. NAYS: Miller, Goodweiler, Stoolman, Sexton, Dean. Motion FAILED.

Resolution 2022-107 - Approve Certain Annual Appropriation Payments Pursuant to various Development Agreements. / Move to action.

No discussion.

Motion by Sexton, second by Miller to approve Resolution 2022-107. AYES: Sexton, Miller, Dean, Goodweiler, Stoolman. NAYS: None. Motion carried.

Resolution 2022-108 – Authorizing an Internal Advance of Funds. / Move to action.

Van Auken said the internal advance to BBCO LLC for the Heritage Hill project would be repaid by TIF funds that are currently used for paying off the Acciona judgement, which will end next year.

Motion by Sexton, second by Miller to approve Resolution 2022-108. AYES: Sexton, Miller, Stoolman, Goodweiler, Dean. NAYS: None. Motion carried.

Resolution 2022-109 - Directing the Finance Officer to Certify Tax Increment Financing Debt to the Cedar County Auditor. / Move to action.

No discussion.

Motion by Sexton, second by Miller to approve Resolution 2022-109. AYES: Sexton, Miller, Dean, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 2022-110 – Establishing a new Capital Fund. / Move to action.

No discussion.

Motion by Goodweiler, second by Sexton to approve Resolution 2022-110. AYES: Goodweiler, Sexton, Miller, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2022-111 - Approving Pay Estimate Number 4 in the amount of \$165,941.25 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

No discussion.

Motion by Miller, second by Goodweiler to approve Resolution 2022-111. AYES: Miller, Goodweiler, Stoolman, Dean, Sexton. NAYS: None. Motion carried.

Discussion

Reviewed 2023 City Council meeting schedule and city holidays

Budget outlook presentation

Kofoed presented the city’s budget outlook for FY24 and future years and said the Council will be faced with some hard decisions. He explained how the property tax system works, including changes in the State’s rollback calculation and how that will affect general fund revenues. Kofoed said that during his research, he found that West Branch spends more on community and cultural, parks & recreation, and festivals than other cities of similar size. Kofoed said the question is raised “why is a growing community cutting its services?” The answer in short is in part to the city’s 2015 Tax Rebate for new homes which gave deep discounts to builders, waived water and sewer connection fees and property tax rebates to homeowners which are now being realized. It also comes from the State’s backfill being cut or even capped. In addition, inflation is at a forty-year high which affects the costs of materials and equipment. He added that volunteerism is down and

that the fire department has implemented on-call pay to entice volunteers to sign up to cover calls. Kofoed went on to say that federal mandates will add additional stress on the city's budget and that financial planning is needed for those future mandates. Kofoed said the Council should reprioritize what's important, review current zoning regulations, continue LOST and to rely on the city's executive team experience for guidance. Kofoed said the goal will be transition toward a professional government and better financial accountability.

Request for council direction to cut fireworks from Hoover's Hometown Days 2023

Kofoed said he researched and found that the City has spent more than three hundred thousand dollars on fireworks since 2013 for the event. Kofoed said that city has only received approximately two thousand dollars in the past few years when the fundraising committee tried soliciting donations specifically for them. While the city is trying to find ways to cut unnecessary expenditures, Kofoed surveyed the Hoover's Hometown Days committee and city staff and all felt that fireworks should be the first item to cut. Goodweiler said he was disappointed that more support from the community wasn't received when the Council considered cutting fireworks a few years ago and residents chattered on social media that they wanted fireworks. Stoolman said she thinks that the fireworks also take away from the fire department activities. Too many people have house parties and watch the fireworks from their homes rather than staying at the fire department which puts on a dinner and has live music on Saturday night. Stoolman said the community supported the fire department a lot more than they do today. Miller said other cuts are needed to the event and that the city "should get out of the fundraising business". Goodweiler said the event is measured by how well the businesses do, so the businesses should help support it. Sexton added that maybe the event should be cut back to one day. Kofoed asked the Council to give him their unofficial vote and the consensus, cut fireworks.

CITY ADMINISTRATOR REPORT

Kofoed shared the staff's strategic plan for the various departments and asked the Council to review them and provide

CITY ATTORNEY REPORT

Olson said that Hills Bank & Trust has started the foreclosure process on 203 E. Green Street and the city would no longer seek the title for the property. The bank will foreclose and sell the property for the purpose of being rehabilitated.

CITY ENGINEER REPORT

Schechinger said the Herbert Hoover Highway Roundabout project is advertised for a December 13th bid letting. Other project updates: Wastewater Treatment project continues to move forward. Wapsi Creek widening project planning continues and is expected to start in late winter/early spring. Eastside Water Main upgrade project is still in the planning and design phase.

STAFF REPORTS

Goodale said leaf pick up and yard waste will conclude the last week of November.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin invited the public, Council members and staff Lower Cedar Watershed Management meeting on Tuesday, November 29th at 5:30 p.m. Laughlin said the meeting will be held at Town Hall.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:33 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk